



Greensborough COLLEGE

Medication Management Policy

School staff have a duty of care to ill and injured students. This policy is designed to protect the privacy and confidentiality of students and to ensure teachers abide by their duty of care in assisting students to take medication.

Guidelines:

1. Greensborough College will have an administration of medication procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students.
2. The student's parent/carer may wish to supply medication to be administered at school. To minimise the amount of medication held at the school, it should be considered if the medication can be taken outside the school day.
3. Students will generally need supervision of their medication and other aspects of health care management. The school, in consultation with parents and the student's medical practitioner, may consider the age and circumstances by which the student could be permitted to self-administer their medication, but this would occur in very rare circumstances.

Implementation:

1. All medications, including prescription and non-prescription medication, are to be administered by school personnel following the processes and protocols set out in the Medication Management Procedures. To ensure that the interests of staff, students and parents are not compromised, medication will only be administered with explicit written permission from a parent/guardian or approved person, or in the case of an emergency, with permission of a medical practitioner.
2. When administering prescription medication, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on a pharmacist's label noting the name of the student, dosage and time to be administered.
3. ANALGESICS (paracetamol, ibuprofen etc) will NOT be administered by the school and will not be stored in the school's first aid kit.
4. The principal (or nominee) administering medication needs to ensure that;
 - Permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner
 - The right child
 - Has the right medication
 - Correct dosage
 - By the right route (eg. Oral or inhaled);
 - Administered at the correct time and recorded at the time

- Write down they have observed the medication being given
- The principal or their nominee will inform teachers of those in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times to receive their medication.
- The school medication register will be completed by the person administering the medication.
- Ideally, medication to be self-administered by the student should be stored by the school, but where immediate access may be required (asthma, diabetes, anaphylaxis), medication must be stored in an easily accessible location. It is at the Principal's discretion to agree for the student to carry and manage his/her own medication.

References:

Implementation Policy Medication Management Procedures
DET Medication Policy,
DET Anaphylaxis Policy,
DET Health Support Planning Policy,
Asthma Society Webpage

Evaluation:

This policy will be reviewed as part of the College's review cycle or when new information is provided by DET.